



## ADMINISTRATIVE REGULATION

Effective Date: November 9, 1989

Administrative Regulation: 1-4

Revision Date: August 16, 2021

Supersedes: July 1, 2017

Approved By: William H. Ashton II

---

Subject: Employee Referral Bonus Program

---

### I. Purpose

The town considers recruitment to be critical to the town's successful operations. The purpose of this Administrative Regulation is to outline procedures for this program as it relates to assistance with recruitment.

### II. Employees Involved

All regular status and seasonal employees are eligible to participate in this program. Employees not eligible to participate in this program are: members of management team, the Town Manager and Town Attorney. The bonus is not paid for referring any current town employee or for referring a previous employee who has been gone less than three years. This program does not apply to relatives of an employee. An employee who refers a relative will not receive a bonus.

### III. Policy

The Town of Herndon has established an Employee Referral Bonus Program as an additional recruitment aid. This program applies to all regular status, and seasonal positions that will be recruited. Employees are encouraged to refer qualified, dependable applicants for town positions.

For successful referrals for regular positions, a \$250 bonus will be given to an employee when his/her referral is hired. After the newly hired employee successfully completes the initial probationary period, another \$250 bonus will be issued to the employee who made the referral. In the event an applicant states on the employment application that more than one person referred him/her to the position, the bonus will be split accordingly.

For successful referrals of seasonal positions, a one-time \$25 bonus will be paid out to the referrer after ten weeks of employment.

The funds for bonuses will be charged to Employee Testing/Recruitment account in the Department of Human Resources budget. This program is contingent upon annual appropriation of funds and is subject to change at any time. If budgeted funds are exhausted for the year, the employee referral bonus program stops prospectively until funding is refreshed. No funds shall be committed for which there exists no funding.



## ADMINISTRATIVE REGULATION

---

### IV. Procedures

The name of the referring employee must be clearly indicated on the employment application. The Human Resources department will verify when an applicant referred by an employee is hired and Finance will issue the bonus check in accordance with the timing stated in this policy.

Regular status referrals who resign within the initial probationary period, but work after their initial probationary period, will not qualify for the second bonus.

A handwritten signature in black ink, appearing to read "William H. Ashton II", written over a horizontal line.

William H. Ashton II  
Town Manager